



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington NC 27215



18 October 2020

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: NCWG CAC/Recorder

SUBJECT: CAC Meeting Minutes for 11 October 2020

1. OPENING BUSINESS

- a. Welcome. Cadets were welcomed to the new North Carolina Wing CAC term.
- b. Introductions of 2020-2021 NCWG CAC Leadership, MARCAC Representatives, and NCWG CAC Senior Advisor. C/Capt Hoernlein, C/1st Lt Orrs-Wright, C/Capt Thibodeaux, and C/Capt Heckel all took the opportunity to introduce themselves and how they would be serving the council. Maj Hallihan also introduced herself and gave an explanation as to what to expect this term.
- c. Roll Call:
 - i. C/MSgt Shealy (NC-024 Primary)
 - ii. C/SMSgt Oplinger (NC-024 Assistant)
 - iii. C/SMSgt Mann (NC-050 Primary)
 - iv. C/MSgt Emaus (NC-124 Assistant)
 - v. C/SMSgt Anderson (NC-048 Primary)
 - vi. C/Capt Perkins (NC-048 Assistant)
 - vii. C/2d Lt Nesbit (NC-143 Primary)
 - viii. C/TSgt Sappington (NC-143 Assistant)
 - ix. C/SMSgt Richardson (NC-145 Primary)
 - x. C/TSgt Streit (NC-145 Assistant)
 - xi. C/Capt Hernandez (NC-150 Primary)
 - xii. C/TSgt Linvill (NC-150 Assistant)
 - xiii. C/2d Lt Baker (NC-301 Primary)
 - xiv. C/CMSgt Wilfong (NC-057 Primary)
 - xv. C/SMSgt Kenna (NC-079 Primary)
 - xvi. C/CMSgt Geffert (NC-305 Primary)
 - xvii. C/1st Lt Horton (NC-022 Assistant)
 - xviii. C/CMSgt Martinez (NC-052 Primary)
 - xix. C/1st Lt Gwaltney (NC-082 Primary)
 - xx. C/1st Lt Pope (NC-007 Primary)

- xxi. C/Lt Col Wells (NC-007 Assistant)
 - xxii. C/MSgt Good (NC-023 Primary)
 - xxiii. C/SSgt Bylica (NC-126 Primary)
 - xxiv. C/Capt Endre (NC-170 Primary)
 - xxv. C/MSgt Fields (NC-170 Assistant)
 - xxvi. C/CMSgt Jordan (NC-107 Primary)
 - xxvii. C/CMSgt Wallace (NC-111 Assistant)
 - xxviii. C/CMSgt Dunn (NC-162 Primary)
 - xxix. C/CMSgt Brown (NC-162 Assistant)
 - xxx. C/1st Lt Canale (NC-300 Primary)
 - xxxi. C/SSgt Bane (NC-300 Assistance)
 - xxxii. C/2d Lt Neal (NC-001 Recorder)
 - xxxiii. C/1st Lt Orrs-Wright (NC-001 Vice Chair)
 - xxxiv. C/Capt Hoernlein (NC-001 Chair)
 - xxxv. C/Capt Thibodeaux (NC-001 MARCAC Primary)
 - xxxvi. C/Capt Heckel (NC-001 MARCAC Assistant)
 - xxxvii. Maj Hallihan (NC-001 Senior Advisor)
 - xxxviii. TSgt Cozzi (NC-001 Senior Advisor Assistant)
- d. Review and approval of Previous Meeting's Minutes. C/Capt Hoernlein reviewed the minutes from the previous meeting, and they were approved in the absence of any objection.
 - e. Squadron Reports: One minute for squadron primary representatives to discuss why they joined CAC and/or what they hope to get out of this term:
 - i. C/MSgt Shealy hopes to develop leadership and get over his fear of public speaking.
 - ii. C/SMSgt Mann wants to meet new people and to learn leadership skills.
 - iii. C/SMSgt Emaus joined last year and hopes to observe committee chairs.
 - iv. C/SMSgt Anderson wants to see a difference in how cadets with mental health concerns are treated at events.
 - v. C/2d Lt Nesbit aims to better himself with leadership opportunities and improve listening skills.
 - vi. C/SMSgt Richardson was assistant representative last year. His goal this year is to learn from others and improve cadet life.
 - vii. C/Capt Hernandez joined last year and hopes to do more this year in a committee.
 - viii. C/2d Lt Baker hopes this opportunity will help with his social anxiety and learn how to help his squadron grow.
 - ix. C/SMSgt Kenna has been waiting to take the position and wants to make CAP better and more engaging especially now.

- x. C/CMSgt Geffert was told he would be good for the position and want to push forward communication.
- xi. C/1st Lt Horton joined two terms ago wanting to get better at public speaking. He hopes to gain experience from being in the committee.
- xii. C/CMSgt Martinez's Cadet Commander told her that she would be good at the position. She looks forward to learning about CAC.
- xiii. C/1st Lt Gwaltney has been looking forward to this position and hopes to bring lessons learned back to her squadron.
- xiv. C/1st Lt Pope hopes to learn more about how to lead a committee. Plans on applying for recorder next year.
- xv. C/MSgt Good joined for the leadership opportunity and wants to provide a new cadet prospective.
- xvi. C/Capt Endre hopes to do better than he did in last year's term.
- xvii. C/CMSgt Jordan wants to make changes to better CAP for all.
- xviii. C/CMSgt Wallace joined to make a difference in CAP. He wants to grow professionally and personally.
- xix. C/CMSgt Dunn wants to make changes in activities and training so cadets may be better prepared.
- xx. C/1st Lt Canale wants to help CAP reach excellence.

2. OLD BUSINESS

- a. Review of Tabled Committees from Last Term. C/1st Lt Orrs-Wright discussed tables from last term including the Medical Advancement Committee, Professional Development Committee, and the Safety and Preparedness Committee to give ideas to this year's representatives.
- b. Review of Proposals at Higher Echelons. Currently, the CAPID Card proposal is sitting at NCAC for review and approval. It was approved at MARCAC during their meeting in August. Both the CAPF-101 Card proposal and the Recruiting and Retention proposal (activity requirement for the Wright Brothers award) were proposed to MARCAC on the 13th of August but have been tabled for the next MARCAC council members to review and approve.

3. NEW BUSINESS

- a. Parliamentary Procedures and Robert's Rules of Order. C/Capt Hoernlein gave a review of Robert's Rules of Order and directed cadets to the Leadership in Committee publication for further reading.
- b. Conference Call Etiquette. C/Capt Hoernlein spoke on having cameras on, having mikes muted, and being on time.
- c. Wing Conference Challenge Coin Committee
 - i. C/Capt Hoernlein expressed the need for a committee to be put together to run a competition for a challenge coin for the wing conference, and he asked for a committee chair.

- ii. C/2d Lt Nesbit volunteered to be the chair. Cadets that joined: G. Anderson, Oplinger, Wallace, Martinez, Bane, Kenna, Baker, Neal, Gwaltney.
- d. Open Floor
 - i. C/1st Lt Canale asked how to make a committee. To make a committee, you first present an idea to the council, then make a motion to refer the question to committee.
 - ii. C/Lt Col Wells has a proposal, asked when she may present it. C/Capt Hoernlein will follow up with her.
 - iii. C/SMSgt Anderson asked how a proposals work. Proposals are created by committees, and they are papers written to persuade the audience to endorse a specific change to the program.
 - iv. C/2d Lt Nesbit asked how many committees you can chair at a time. The maximum number of committees you can chair in NCWG is one, but you can be a part of more than one committee.
- 4. CLOSING
 - a. Next CAC Assemblage:
 - i. Date: 14 November 2020. Time TBD.
 - ii. Location: Wing Headquarters or via Microsoft Teams.
 - b. Upcoming Events:
 - i. 26 December 2020 to 2 January 2021 -- Joint NCWG/VAWG Winter Encampment
 - c. Homework:
 - i. Review CAPP 52-19, CAPR 60-1, and Leadership in Committee
 - ii. Brainstorm Ideas for Committees for November Meeting
 - d. Adjournment
 - i. C/SMSgt Shealy motioned to adjourn at 2058.
 - ii. The motion was seconded by C/SMSgt Richardson.

//SIGNED//

Catherine G. Neal, C/2d Lt, CAP
NCWG CAC Recorder

cc: NCWG/CC
NCWG/CP
NCWG/CPA
MAR/DCS-CP
MAR/DCS-CPA